

Hotel Fire Safety

At Home: pack a

- Small powerful flashlight – check batteries every three months
- Portable small battery – operated smoke detector
- Small first aid kit
- Travel alarm
- Maybe a painter's mask – from hardware store – helpful if moving about in a smoke filled area.
- Maybe a roll of carpet tape – from hardware store – to seal a hotel door from smoke entry

Hotel – Pre-Fire Preparation:

- How many floors are there in the hotel and which floor are you on? Try to stay on a lower floor.
- Does your room have a smoke detector and fire alarm?
- Ask what the fire alarm system sound is (siren/whooping/etc.)
- Locate the fire alarm.
- Read the fire escape plan on the door (or in a brochure or on the television monitor) or request plan information.
- Locate the two nearest stairs to verify that they are not blocked or locked. Notify the hotel management if they are not accessible. (Never use elevator during a fire)
- Count the number of doors between your room and the nearest stairway – is it to the right or the left? Around a corner? Take mental or actual notes. Are there any obstructions in the escape path?
- Know that fire by-products, smoke and carbon monoxide, are killers. Smoke obscures vision. Heated gases rise. You may have to crawl to the exit.
- Before retiring, leave safety equipment next to your room key/card and flashlight.
- Remember – Complacency is your worst enemy. Being attentive to your surroundings and acting promptly can save your life.

Hotel – During a Fire:

- If you smell smoke or the smoke alarm rings, or you receive a phone call or hear shouting in the hallway about fire, call the hotel switchboard.
- If the fire alarm sounds, leave the building immediately via stairwell if possible. Take your key/card and flashlight with you so you can return if necessary.
- Check door for heat before opening with the palm of your hand, from top to bottom. If warm around edges use the 2nd way out if available or stay in your room and begin procedures below.
- If you must escape through smoke, crawl low under the smoke on hands and knees to exit stairwell. **Never** use an elevator – it may not work correctly and may funnel smoke to the elevator compartment. Count the number of doors to the stairwell, then descend hanging on to staircase handrail for security and protection

from panicky guests. If smoke is coming up the stairwell, return to room or proceed to roof, if practical. Remember your floor number.

Hotel – If you are trapped

- If you cannot escape your room and there is not fire in your room, stay put.
- Call hotel management or fire department and communicate your exact location.
- Shut off fans & air conditioning as they can draw smoke into the room.
- Stuff wet towels or sheets in cracks around doors & vents between you and the fire or use tape on cracks.
- If you can, open a window at top and bottom but be prepared to close it if smoke comes in the window.
- Stay at window and signal firefighters by waving a light-colored cloth or flashlight. Do not jump from above the third floor unless firefighters have equipment to catch you.
- Use painter's mask to filter smoke or breathe through a wet towel.
- Check the walls and floor of the room for heat. If hot, use the ice bucket to pour water on them to cool them down. Fill tub with water for this purpose.

Hotel Restaurants, Conference Rooms, Public Areas.

- Note exits & escape routes to outdoors and stairwells, etc. Request that the conference leader brief attendees on escape routes at the beginning of the presentation. Ensure that exit doors are not locked; Goes for Nightclubs, Airports, airplanes, etc. as well.

A hotel fire can be best survived with adequate preparation and by continually thinking about the best course of action to follow.